



# STATE OF CONNECTICUT



## DEPARTMENT OF EDUCATION

### DIVISION OF FINANCE AND INTERNAL OPERATIONS BUREAU OF HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

#### PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

**Open To:** State employees who are on a current Administrative Assistant examination list, or who currently hold the title or who have achieved permanent status as an Administrative Assistant.

**Location:** 165 Capitol Avenue, Hartford, CT 06106

**Hours:** 8:00 a.m. – 5:00 p.m.

**Salary:** \$49,357 – \$63,871

**Job Posting #** 60961

**Closing Date:** June 26, 2013

#### **ELIGIBILITY REQUIREMENT:**

Candidates must be State employees and have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status are eligible for consideration. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

#### **GENERAL KNOWLEDGE:**

Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to manager); ability to type at a net speed of 50 wpm.

#### **EXAMPLE OF DUTIES:**

This individual will be responsible for a full range of duties that include: composing complex correspondence using a typewriter, word processor or other automated equipment; designing and maintaining office filing systems; screening letters, memos, reports and other materials to determine appropriate action; arranging and coordinating meetings; acts for manager by interpreting established policies and procedures, etc.; troubleshoots by relieving manager of as much administrative detail as possible; acts for and regularly makes decisions in manager's absence; researching, assembling and coordinating meeting materials; greeting and directing incoming visitors; answering phones and screening calls; routing and prioritizing mail; preparing travel arrangements and reimbursements; assists in interviewing and hiring office support staff; supervise office support staff; maintaining inventory and ordering office supplies; and other related duties as may be required.

#### **GENERAL EXPERIENCE:**

Four (4) years' experience above the routine clerk level in office support or secretarial work.

**SPECIAL EXPERIENCE:**

One (1) year of the General Experience must have been at the level of Secretary 2 or its equivalent.

**SUBSTITUTIONS ALLOWED:**

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**NOTE:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**PREFERRED EXPERIENCE:**

- Experience in providing high-level administrative support utilizing advance problem solving and interpersonal skills;
- Experience operating office equipment which includes personal computers and other electronic equipment utilizing CORE-CT, Microsoft Office applications including MSWord, Excel, Outlook and PowerPoint;
- Experience in a fast-paced, executive level environment with excellent interpersonal, written and oral communication skills;
- Experience in office administration and management (budgeting, personnel administration, purchasing, etc.);
- Experience using business communications (composing complex letters and/or memoranda) with business math;
- Experience working with human resources issues or in a closely related field.

**APPLICATION INSTRUCTIONS:**

In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>
3. Three (3) current professional references
4. Candidates currently employed in state service, please submit your two most recent service ratings with your application materials to:

**State Department of Education  
Bureau of Human Resources  
165 Capitol Avenue, Room G-16  
Hartford, CT 06106  
ATTN: Debra Paradis  
TEL: (860) 713-6695  
FAX: (860) 713-7011  
E-MAIL: [debra.paradis@ct.gov](mailto:debra.paradis@ct.gov)**

**All required documents must be submitted to be considered for interview.**

“The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.** The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education’s nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator. State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101 [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).”

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